

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



Date: April 30, 2014

To: All Interested Consultants,

Project : Kosciuszko Community Center HVAC Renovation

Project No.: P203-14611

Subject : REQUEST FOR PROPOSAL, (R.F.P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting design services for the replacement of the Kosciuszko Community Center HVAC System, which is located at 2201 South 7th Street, Milwaukee, WI. 53215 (see attachment 1 for project location map).

BACKGROUND

The Kosciuszko Community Center HVAC system has exceeded its useful life by professional industry standards and is now over 30 years old. The building is a two story 44,065 square foot structure constructed in 1983. The facility is used to provide recreational facilities to the public as well as a Pre-school facility on the second floor and contains a Gymnasium, a Boxing Room, Exercise Room, Class Rooms, Offices, Meeting Rooms, Kitchen and Concession on each floor, Locker Rooms and Restrooms for men and women on each floor.

The current HVAC system consist of two split air cooled chillers, two hot water boilers, three air handling units (AHU's) along with terminal units and pneumatic temperature control system. The existing 15,000 gallon hot water storage tank and existing common return air plenum should be eliminated and any unused solar devices should be demolished.

The existing fire protection system should be replaced with a new fire protection system.

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PHONE NUMBER: - Architecture & Engineering 278-4861 FAX NUMBER: - Architecture & Engineering 223-1366

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General Project Description

An appropriation is budgeted in 2014 to begin planning and design for replacement of HVAC system at Kosciuszko Community Center. The construction is scheduled for 2015. The current approved funding is for planning and design of HVAC improvements and bidding only. Funding for construction is subject to approval of future budgets.

The consultant scope of work will be segmented into the following phases :

- Phase I – Programming, schematic design, design development and contract document preparations.
- Phase II – Bidding services and construction oversight.

The consultant shall structure their proposal on the basis of the schedule outlined in this request for proposal. Fees and hourly rates indicated in the proposal shall be expressed in current year 2014 rates. It is recognized that the actual scope and timing may vary from the currently proposed schedule. The scopes and fees for the design development and contract document preparation phase will be reviewed and re-negotiated if necessary at the time consideration is given to adding that phase of work to the consultant's contract.

Scope of Consultant Services

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type A), (see Attachment 5).

The selected consultant shall have overall coordination and scheduling responsibilities for all aspects of the project development and will provide complete and comprehensive engineering/ HVAC design services, which will include verifying existing site conditions, code review for plan compliance with local, state and federal rules and regulation, adherence to sustainable design practices and identifying necessary and /or incidental issues that will mitigate problems and /or risks throughout the course of the project. Milwaukee County expects to participate in all Focus On Energy incentive programs that may apply to designs resulting from this project. The selected consultant shall be expected to advise Milwaukee County of any programs that presently apply and support the County in exploring and qualifying for these programs.

LEED Standards Analysis

Review LEED Standards with respect to all prerequisites and credits that could apply to this proposed project. Provide a description of the prerequisites and credits and indicate points that would be attainable following the LEED Green Building Rating System. This analysis shall provide:

1. Identify which rating system applies to the proposed project.
2. Identification of all prerequisites and credits that are applicable.
3. Summary of the intent of these prerequisites and credits.
4. Summary of the requirements, strategies and process necessary to comply with the prerequisites or credits.
5. Potential credit points attainable.
6. Summary of the impact this prerequisite or credit would have on the proposed project.
7. LEED ratings that could possibly be attained.

This analysis will be for informational purposes only. It is not the intent to pursue LEED certification for the proposed project.

o Deliverables

Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria, improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. Two reports shall be provided during the course of the project. The first report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption
- A description of any alternatives that were considered and compared using a life-cycle cost analysis
- Description of equipment, systems or materials to be used that will reduce potable water consumption
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges
- Description of equipment, systems or materials to be used that will reduce negative impacts on indoor air quality, e.g., low-VOC paints, coatings and adhesives
- Is there a goal for minimum % of materials containing recycled content?

- Plans for recycling construction waste and the goal for minimum % of waste to be recycled

The second report shall be provided before the project is considered substantially complete. This report shall provide more quantitative information, including but not limited to the following:

- Estimated energy savings (on an annual basis, in units of energy) resulting from the use of energy efficient equipment or systems selected for this project, as compared to pre-construction conditions
- Estimated water savings (on an annual savings, in units of gallons or cu ft.) resulting from the use of more efficient equipment or systems selected for this project, as compared to pre-construction conditions
- Major materials that have significant amount of recycled content (provide approx. quantities)
- Quantity of construction waste recycled (in tons and in terms of % of the total construction waste generated)

GENERAL REQUIREMENTS

- Programming Phase
 - Schematic Design
 - Review of Design Options
 - Construction Documents
 - Bidding Phase
 - Construction Phase
1. Schedule, attend and facilitate a project design kickoff meeting. The consultant shall be prepared to attend biweekly meetings to review the project status with their design team, the County's project team and other invitees as necessary to address planning and design issues and prepare meeting minutes.
 2. Submit six (6) sets of various reports, project manuals and construction plans for review and comments at each level of project development.

Basic Services Phase I – Programming, Schematic Design & Review of Design Options

1. Complete schematic design plans and HVAC design options for the proposed Kosciuszko Community Center HVAC improvements. Complete the schematic design effort per Articles 3.1 and 3.2 of the attached consultant agreement.
2. Review and verify the existing drawings with existing site conditions. Revise or update the program as necessary to meet the owner's current needs in particular requirements for HVAC design and expectations for the new upgraded HVAC system.
3. Include three (3) meetings in this phase.
 - a. Initial information gathering.
 - b. Presentation of alternatives developed.
 - c. Final program and schematic design.

4. Evaluate appropriate project development schedule/phasing and the associated cost requirement for construction for each design option.
5. Coordinate with Parks Department for HVAC design and phasing of HVAC installation.

Basic Services Phase I – Design Development & Construction Documents

1. The design development and construction (contract) documents level of project development shall be per Article 3.3 and 3.4 of the attached consultant agreement.
2. The consultant shall structure the construction contract to provide the best bidding value to Milwaukee County, and by extension the Milwaukee Art Museum.
3. Prepare drawings and specification describing, in technical detail, the construction contract work to be done and the materials, equipment and workmanship required for the upgraded HVAC system.

Basic Services Phase II – Bidding & Construction Oversight

1. The bidding and construction oversight level of project development shall be per Article 3.5 and 3.6 of the attached consultant agreement.
The consultant will assist the Owner in preparing information for bidders, such as Addendum and Conditions of the Contract covering responsibilities during construction. The Consultant will advise the Owner of any adjustments to previous Statements of Probable Construction Cost, as well.
2. Attend bi-weekly on-site construction meetings to review the project status.
3. The County will perform the daily on-site construction contract administration.

Bidding Phase:

Advise the Owner about the qualifications of prospective contractors and assist, as may be required, in obtaining bids.

Construction Phase:

- 1) Prepare supplementary drawings when required to clarify the consultant's design intent.
- 2) Review the Contractor's Schedule of Values; review of fabricators' and suppliers' shop drawings, material samples and equipment, and other required submissions.
- 3) Make periodic visits to the Project Site to review the progress and quality of Work to determine if the Work is proceeding in accordance with the Contract Documents.
- 4) Review of the Contractor's applications for payment; determine that amounts invoiced are in reasonable agreement with Schedule of Value and invoiced amounts.
- 5) Provide electronic and hard copy of all record drawings created from contractor's field marked up drawings.

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In addition to the documentation requirements for each phase of work as noted in the attached agreement for professional services, the consultant will be required to provide a zip disk in Microsoft Word 2000 format, containing all relevant project documents they prepared during each phase of the project. Those documents will include all drawings, correspondence, transmittals, etc. to Milwaukee County, other agencies, and sub-consultants.

Quality Control

- A. Milwaukee County Department of Administrative Services is required by Milwaukee County policy to monitor and track quality control of design and construction projects.
- B. Milwaukee County Department of Administrative Services will track, categorize and identify reasons for changes to the bid documents during construction. The quality control procedures established and practical by the selected consultant is expected to result in minimal changes in construction due to contract documents errors and/or omissions in the bid documents.
- C. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

PROJECT TIMETABLE:

1) April 30, 2014	WED	RFP advertised
2) May 8, 2014	WED	Pre-Proposal Meeting
3) May 30, 2014	FRI	Proposals due
4) June 11, 2014	WED	Select consultant
5) July 02, 2014	WED	Consultant agreement signed & Notice to Start
6) August 20, 2014	WED	Programming, schematic & feasibility report
7) November 12, 2014	WED	Design & construction documents
8) December 17, 2014	WED	Phase II- Bidding & Construction Contract (pending funding)
9) January, 2015 to October, 2015		Construction (pending funding)

PRE-PROPOSAL MEETING

Pre-Proposal Meeting May 8, 2014, 10:00 A.M. inside the main entrance of the Kosciuszko Community Center, 2201 South 7th Street, Milwaukee, WI. 53215. Attendance at the pre-proposal meeting is mandatory.

VI – Proposal Content:

Each proposal shall contain information in the following areas:

- A. Cover: Include project number and name, project location, proposal title (Proposal for Professional Services), Consultants name, address, telephone number, FAX number, proposal date, etc.
- B. Table of Contents: Include a clear identification of the material by section and by page number.
- C. Letter or Transmittal: Limited to two pages, briefly state the bidder's Understanding of the service to be provided and a positive commitment to perform the services as defined in the RFP.
- D. Organization Description: A brief description of the organization submitting the Proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification or registration.
- E. We are looking for a consultant that has proven experience in similar types Of projects as well as green building and sustainable design practices. Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organization's participation. Experience with museum and art gallery design is preferred.
- F. Sub-Consultants: Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
- G. Project Approach: Provide a description of architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- H. Scheduling: Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
- J. DBE Goals: The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is 25%.
- K. Quality Control: Submit a contract document quality control plan. Quality control is to be performed by individuals no assigned to the project on an ongoing basis.
- L. Fee Proposal: The fee for this project shall be clearly stated as a lump sum total for basic services and not-to-exceed fee for additional services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

PROPOSAL EVALUATION

See Section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals and/or discontinue this process.

General Requirements

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. Bidders shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a contract being considered by a County department with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.
5. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

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Please return six (6) copies of your proposal no later than 2:00 p.m. on Friday, May 30, 2014, to Vijay Mehta, Project Manager, City Campus, 2711 W. Wells Street, 2nd Floor, Milwaukee, WI 53208, Telephone (414) 278-4743 Fax (414) 223-1366; email Vijay.Mehta@milwcnty.com)

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,

Vijay Mehta, P.E.

Attachments:

1. Project Location Map
2. Type "A" Prime Consultant Agreement for Professional Services.
3. Proposal Preparation, Submission and Evaluation Guidelines.
4. Consultant Proposal Form.
5. Disadvantaged Business Enterprise (DBE) Form

cc w/o attachments:

- G. High, DAS- FM
- B. Banach, DAS-FM
- B. Engel, CBDP
- J. Dargle, Parks
- J. Keegan, Parks
- J. Organ, Parks